

## Tips for filing pleadings in the Sunterra case

ALWAYS USE THE CORRECT CASE CAPTION AS SHOWN BELOW:

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF MARYLAND  
(Baltimore Division)**

**In re:**

Suntterra Corporation, et al.,

**Debtors.**

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**Case Nos. 00-5-6931-JS *through*  
00-5-6967-JS  
*Jointly Administered Under*  
Case No. 00-5-6931-JS**

**Chapter 11**

**(SPECIFIC DESCRIPTIVE TITLE HERE  
FOR ALL MOTIONS AND ORDERS)**

**ALL** claims are to be filed under the LEAD CASE NUMBER (00-5-6931) with the designated claims agent below:

Bankruptcy Services, L.L.C.  
70 East 55<sup>th</sup> Street, 6<sup>th</sup> Floor  
New York, New York 10022  
Attn: Ms. Kathy Gerber

(212) 376-8485

- Lift Stay requests are to be sent via electronic mail to: [suntterra@mdb.uscourts.gov](mailto:suntterra@mdb.uscourts.gov)  
Be sure to include **lift stay** in the subject field of your message.
- Lift Stays, Motions to Avoid Lien, and Sales Free-and-Clear will be set for Fridays as outlined on the Hon. James F. Schneider's court calendar.

- All documents must be two hole punched prior to filing with the clerk's office.
- Counsel must be admitted to practice in this district or file a **Motion for Pro Hac Vice** pursuant to **Local Rule 9010-3**
- All pleadings must contain original signatures, Federal Bar number, phone number and complete address of counsel.
- All requests for relief must be accompanied by a proposed order with a complete descriptive title and the names and addresses of all parties who should receive a copy of the order pursuant to **Local Rule 9013-3**.
- Certificates of service are attached to the last page of the document.
- The original and one copy is required of all pleadings in addition to any desired courtesy copies designated for chambers.
- **Motions for Relief from Stay** must be filed in accordance with **Local Rule 4001-1**.

View **available lift stay dates**. View **procedures for filing** a lift stay request.

- **Motions to Avoid Liens** should be filed in accordance with **Local Rule 4003-2**.